Download and Install DocurmentDirect

DocumentDirect is a client-server product that provides a common user interface for viewing and printing PADS reports. It is available for download only to Department of Energy employees and contractors.

The installation and set up can only be performed after receipt of your MVS Logon ID. The DocumentDirect client is packaged as a compressed archive. It is downloaded in the form of an executable program.
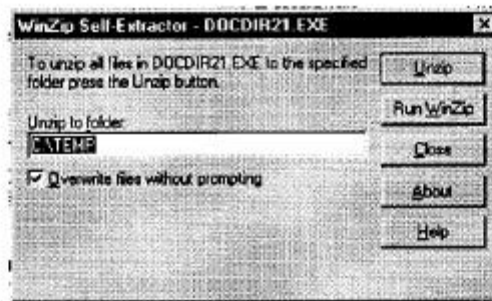
Use the following procedures to download DocumentDirect.

1. Access the DocumentDirect Download Request Form at:
   http://vm1.hqadmin.doe.gov/docdirect.
   Note: For operating systems other than Windows 95/98/NT 4.0 and above, you may need to make some changes to your operating system before installing DocurmentDirect. Refer to the DocumentDirect Installation Instructions (http://www.hr.doe.gov/docdirect/install) for details.

2. Complete the form by providing your name, phone number, e-mail address, and your Logon ID (obtained from the Office of Operations, Engineering, and Customer Service, Office of Access Administration).

3. Click **Start Download**. The following dialog box displays.

4. Choose **Save this program to disk** and click **OK** to save the file called INTRA.EXE into a directory on your workstation. Recommend C:\TEMP or C:\WINDOWS\TEMP. Remember where the file is stored.

5. Once the file is saved to your hard drive, you can minimize or exit the browser.

6. Access the directory where you stored the INTRA.EXE file.

7. Rename the INTRA.EXE file to **DOCDIR21.EXE**.

8. Execute (run) the file. By default the file expands into whatever directory you stored the file. A dialog box similar to the one below displays.

9. Click **Unzip** to expand the docdir21.exe file.

10. From the directory where the file was expanded, run SETUP.EXE. This creates a directory called MOBIUS, adds DLL files if necessary, and places the RDSWIN.INI file in the WINDOWS directory.

    Note: The RDSWIN.INI file is unique for each user. It contains, among other things, a user's WINDOWS registration information. DO NOT COPY this file from one user to another.

    The installation process also creates a Program Group and icons.

    Note: You can delete the files stored in the TEMP directory.

11. Uncheck the **I want to view the ReadMe file now.** box.

12. Uncheck **I want to run the Mobius Database setup wizard now.** box.
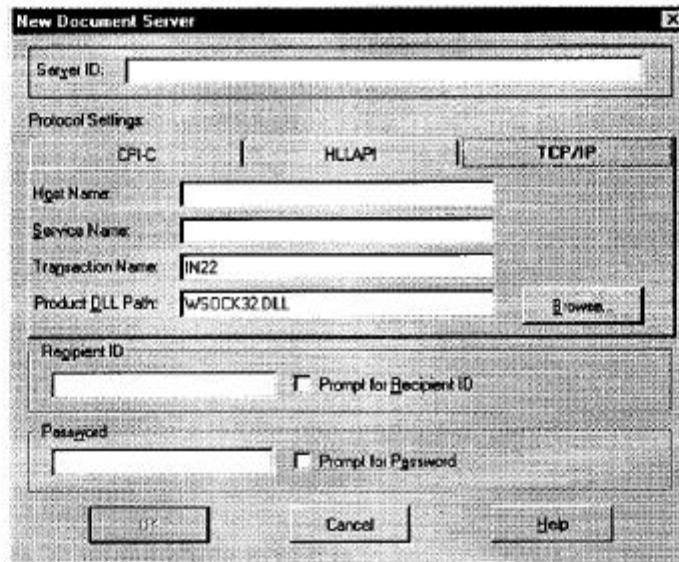
13. Click **Finish**.

14. Double-click the DocumentDirect icon and drag it to your desktop.

The download and installation of DocumentDirect is complete. Refer to Using DocumentDirect for more information.

Configure DocumentDirect

1. Double-click the DocumentDirect icon to open DocumentDirect.

2. Choose **Options/Configure Document Servers.**

3. Click **New**. The New Document Server dialog box displays.

4. Type PADS MVS Report Server in the Server ID field.

5. Type mvs1.hqadmin.doe.gov in the Host Name field.

6. Type <u>1540</u> in the Service Name field.

   *Note: The Transaction Name and Production DLL Path **should not be changed**.*

7. Type your <u>User ID</u> in the Recipient ID field.

   Note: If you do not have an active MVS Logon ID, contact Access Administration at 301-903-1400.

8. Check the **Prompt for Password** box.

9. Click **OK**.

10. Click **Close**.

Refer to <u>Using DocumentDirect</u> for instructions on viewing and printing reports.

Configure DocumentDirect Print Setup

Upon your initial use of DocumentDirect, you must configure the print setup to print PADS reports. Use the following procedure to configure the DocumentDirect print setup.

1. Double-click the DocumentDirect icon on your desktop.

2. Choose **Options/Preferences**. The Preferences dialog box displays.

3. Select the **Text Viewing** tab.

4. Click **Change Font**.

5. Select font **Courier New**, font style **Regular**, and size **8** point.

6. Click **OK**. Leave the other options set as defaults.